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# Ordnungsamt Reinickendorf

Bezirksamt Reinickendorf

## Address

Lübener Weg 26  
13407 Berlin

## Contact

Telephone: (030) 90294-2933  
Fax: (030) 90294-2960  
E-mail: [ordnungsamt@reinickendorf.berlin.de](mailto:ordnungsamt@reinickendorf.berlin.de)

## Barrier-free access



Zugang und Parkplatz für Rollstuhlfahrer durch die Tordurchfahrt Brusebergstraße

[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

## Opening hours

Monday: Nur nach telefonischer Vereinbarung  
Tuesday: Nur nach telefonischer Vereinbarung  
Wednesday: Nur nach telefonischer Vereinbarung  
Thursday: Nur nach telefonischer Vereinbarung  
Friday: Nur nach telefonischer Vereinbarung

## Changes in opening hours

Bis auf Weiteres erfolgt persönliches Vorsprechen im Ordnungsamt Reinickendorf während der Sprechzeiten nur nach Vereinbarung bzw. Absprache eines Termins. Termine sind spätestens am vorherigen Werktag während der Sprechzeiten mit dem jeweiligen Fachbereich telefonisch zu vereinbaren. Vorsprachen ohne Termin sind zurzeit nicht möglich.

## Transportation links

### U-Bahn

U 8 Paracelsus-Bad

### Bus

122 Lübener Weg, 322 Lindauer Allee, 120, 320 Paracelsus Bad

## Payment options

Girocard (mit PIN)

# Event - Apply for a permit

You can obtain a permit for events that are to take place on public streets or squares, for example for

- street parties
- Parades
- flea markets
- Sports events
- Soapbox races
- Music event (open-air)

## Prerequisites

- **Insurance cover**

At least liability insurance is required. Depending on the type of event, accident insurance may also be required.

- **Timely application**

Submit the application up to 9 weeks before the event.

## Documents required

- **Application for authorisation of an event**

The application form is currently only available from the competent authorities.

- **Site plan**

Sketch of the event location with everything that is to be set up for the event, for example: stands, tables, benches, tents, stage.

- **Traffic sign plan, if applicable (5 copies)**

If the traffic routing is to be changed.

For example, it may be necessary for the event,

- close roads or,
- set up no-stopping zones.

In such cases, we require a sketch of the surrounding area with all traffic signs, traffic lights and other traffic facilities required for the event.

- **Organiser's declaration**

Event special use within the meaning of § 8 FStrG

Exclusion of liability due to breach of the duty to maintain road safety.

Declaration of § 29 para. 2 StVO (liability insurance)

- **Proof of insurance cover**

for example by a confirmation from the insurance company or by a copy of the insurance contract

- **Estimate of the number of visitors**

Number of expected participants, spectators and other visitors (estimate, informal on A4 paper)

- **Consent of data subjects, if applicable**

Depending on the location, type and scope of the event, you may require the consent of affected persons and organisations, for example

- the consent of the neighbourhood
- the consent of the Berliner Verkehrsbetriebe (BVG) if bus or tram traffic is affected

- the consent of the fire brigade for a bonfire or fireworks display
- **Authorisation of public outdoor events (noise protection)**  
(<https://service.berlin.de/dienstleistung/325891/>)  
if disturbing noises for third parties are to be expected from them (in accordance with § 11 of the Berlin State Immission Control Act)
- **GEMA membership, if applicable**  
(<https://www.gema.de/musiknutzer/musiknutzung-oeffentlichkeit/>)  
if you want to play or perform music  
Anyone who wants to play or perform music in public in Germany generally becomes a GEMA customer.
- **More documents**  
Further documents may be required in individual cases. Please enquire with the responsible authority in good time.

## Forms

- **This form is currently only available from the competent authorities**

## Fees

- depending on the size of the event
- Non-profit organisers may be exempted from part of the fees.

## Legal basis

- **Road Traffic Regulations (StVO)**  
([https://www.gesetze-im-internet.de/stvo\\_2013/](https://www.gesetze-im-internet.de/stvo_2013/))
- **Berlin Road Act (BerlStrG)**  
([https://gesetze.berlin.de/perma?j=StrG\\_BE\\_Inhaltsverzeichnis](https://gesetze.berlin.de/perma?j=StrG_BE_Inhaltsverzeichnis))
- **Green Areas Act (GrünanlG)**  
([https://gesetze.berlin.de/perma?j=Gr%C3%BCnAnlG\\_BE\\_Eingangsformel](https://gesetze.berlin.de/perma?j=Gr%C3%BCnAnlG_BE_Eingangsformel))
- **State Immission Control Act Berlin (LImSchG Bln) § 11**  
([https://gesetze.berlin.de/perma?j=ImSchG\\_BE\\_!\\_11](https://gesetze.berlin.de/perma?j=ImSchG_BE_!_11))
- **Trade Regulation (Gewerbeordnung or GewO)**  
(<https://www.gesetze-im-internet.de/gewo/>)
- **Law on Explosive Substances (SprengG) - Fireworks**  
([https://www.gesetze-im-internet.de/sprengg\\_1976/](https://www.gesetze-im-internet.de/sprengg_1976/))
- **First Ordinance to the Explosives Act (SprengV) - Fireworks**  
([https://www.gesetze-im-internet.de/sprengv\\_1/](https://www.gesetze-im-internet.de/sprengv_1/))
- **Federal Trunk Roads Act (FStrG)**  
(<https://www.gesetze-im-internet.de/fstrg/>)
- **Administrative Fee Regulations (VGebO)**  
([https://gesetze.berlin.de/perma?j=VwGebO\\_BE\\_Eingangsformel](https://gesetze.berlin.de/perma?j=VwGebO_BE_Eingangsformel))
- **Special Utilisation Fees Ordinance (SNGebV)**  
([https://gesetze.berlin.de/perma?j=SoGebV\\_BE\\_Inhaltsverzeichnis](https://gesetze.berlin.de/perma?j=SoGebV_BE_Inhaltsverzeichnis))

## Average time to process request

4-9 weeks

## More information

- **Noise protection - apply for exemption or authorisation**  
(<https://service.berlin.de/dienstleistung/325891/>)

## Notes on responsibility

You can apply for the service at the district office where the event is taking place.